


Paper Teacher Recommendation Letters

Most of your recommendations will be submitted electronically through the Naviance Family Connection website. However, for any colleges, programs or scholarships to which you are applying that do NOT accept electronic applications you must provide stamped, addressed envelopes for your teacher recommenders (for these colleges check your Family Connection site for this symbol ).

- The envelopes should be business size, not large manila mailing envelopes. Generally, each envelope needs one stamp for 3-4 enclosed pages. On the envelopes, write the full and complete address of the college or scholarship. These can be found on the application.
- Include all forms that need to be completed by the teacher. Be sure to fill in ALL the student information and sign if necessary. This includes the student section, the teacher name, and the confidentiality/FERPA section. Some teachers will not write a letter of recommendation unless you waive the right to see the letter.
- Place all materials for ALL of your colleges in the envelope before giving it to your teacher. Do not stuff the applications into the envelopes. Just place them, with the envelopes, into the manila folder. Do not staple applications.